

MANAGEMENT

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INFORMATION PROCESSING MANAGEMENT

1. For purposes of this Notice, Information Processing Activities are those activities which use or expect to use automatic data processing equipment (ADPE). Communications activities using automatic switching equipment are excluded.
2. The objective is to strengthen the coordination and management of information processing activities in the Agency; to ensure that ADPE is used only where it has utility; and to limit growth of ADP resources by ensuring that ADPE is used only for those applications where a positive gain to the overall Agency mission can be clearly established.
3. There is an Information Processing Coordinator in each Directorate. Their responsibilities are:
  - a. To review Information Processing Activities, or proposed activities in terms of
    - (1) Overall utility;
    - (2) Life expectancy;
    - (3) Contribution to mission accomplishment and achievement

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25X1A

MANAGEMENT

- of specific operational or management objectives;
- (4) Relationship to other existing or planned activities;
  - (5) Need for compatability with other activities, and achievement of compatability where there is a need;
  - (6) Relative merits of ADPE application and other possible solutions to the stated problem;
  - (7) Relationship of the information processing activity to the overall plan of the Directorate;
- b. To assist managers in defining problems; in determining what facilities or systems are to be used to solve the problems; and in developing requests for approval of specific projects;
  - c. To advise the Deputy Directors on ADP matters generally and to make specific program recommendations as appropriate;
4. The Information Processing Coordinators of the Directorates comprise the Agency Information Processing Board. The Board will be chaired by the Chief, Information Processing Staff, OPPB and is responsible to the Executive Director-Comptroller for the overall planning, coordination and control of information processing activities in Agency. The Board will fulfill the responsibilities prescribed in

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25X1A

MANAGEMENT

paragraph 3 above in behalf of the Executive Director-Comptroller for all information processing activities, giving special attention to applications which relate to or impact upon the functions of more than one Directorate.

5. The Board will meet at the call of the Chairman or upon request of one or more of its members.

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DRAFT PBK 9/8/69

MEMORANDUM FOR: Deputy to the DCI for National Intelligence  
Programs Evaluation  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT Automatic Data Processing -- Management

REFERENCE Memo dated 3 Sept 69 to above from DCI,  
same subject

1. Referent memorandum calls for strengthening the coordination and management of information processing and ADP applications in the Agency. The advent of more sophisticated, rapid, and comprehensive technical collection and dissemination methods has raised a variety of planning issues <sup>integral</sup> ~~integral~~ to Agency operations which reach across all Directorates and beyond just those activities employing automatic data processing equipment. The secure communication of information, its distribution to users, and its storage, retrieval, and disposition are all part of the process. There are certain steps that can be taken now to clarify responsibility <sup>ies</sup> ~~ty~~ in this wide field.

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2. The Director, Planning, Programming, and Budgeting, is instructed to conduct in cooperation with all Directorates and independent offices a continuous review and assessment of ~~all~~ aspects of information processing activities in the Agency and to report on these activities regularly to me. In fulfilling this task, he will work with the Directorates and involve the Information Processing Coordinators established in Agency notice \_\_\_\_\_.

3. The following steps will be taken immediately:

a. Update Agency regulatory provisions on information processing <sup>and</sup> ~~ADP~~ ADP to clarify specific roles and responsibilities.

✓ b. Broaden the Agency IP&E Program category as now defined to <sup>include</sup> ~~include~~ the total range of Agency ~~information~~ information processing activities and exclude those matters now part of that category which are more closely associated with other Agency missions.

c. Plan, develop, and issue a regular report to me accounting for Agency information processing activities and problems, with particular emphasis on ADP.

✓ d. Update the Agency 5-year plan for ADP.

e. ~~Provide a~~ Report on the status, resources, and plans for:

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- (1) ACT  
(2) SIDES  
(3) COINS  
(4) SIPS  
(5) ASPIN

*why these 5 only?*

f. Continue to carry out the Agency's responsibilities for regular reporting to the Bureau of the Budget on information processing matters.

4. In regard to 3 a. a study should be outlined which will present to me alternatives .

(OCS/CRS Study completed by Oct. 15. Bring this issue out)

LKW